

TRIAL COURTS OF ARIZONA

Section: <u>C-108 E</u> Pg. <u>1 of 2</u> Attachments _____	Original Date <u>3/97</u>
Subject: <u>FLOOR WARDEN PROGRAM</u>	New _____ Addl _____
Policy <u>X</u> Procedure <u>X</u> Information	Revision <u>X</u> Date <u>01/2005</u>
Policy Authority : <u>Approved by The Presiding Judge</u>	Related Sections _____ _____

I. PURPOSE:

The purpose of this policy is to implement the Trial Courts Floor Warden Program as a Life Safety issue in accordance with the provisions of the National Fire Prevention Association (NFPA 1600). It assigns responsibilities to court departments and individuals for carrying out specific actions in an emergency or disaster event. This policy will address the safety, security, and welfare of court staff, the public using the courts services, and physical environments under the courts jurisdiction. It will further define department and individual responsibilities to mitigate any injury or serious bodily harm under emergency situations or disaster type conditions. It describes the duties and responsibilities for Floor Wardens and defines the job classifications from which Floor Wardens are selected. This policy also addresses the requirement to maintain constant and continuing floor and area coverage during normal court business hours.

II. POLICY:

Floor wardens and Assistant Floor Wardens shall be appointed for each floor or area in every court building under jurisdiction of the court. The primary Floor Warden and alternate Floor Warden(s) will perform additional duties associated with the following taskings;

- a. primarily alerting court staff, and if applicable, the public, when there is an emergency situation or condition that warrants any immediate or pending floor, area and or building evacuation.
- b. insure for the safe and efficient evacuation of court facilities by promptly attending to all stations and making required contacts and notifications to court staff, and where applicable, to members of the public.
- c. provide for the safe and orderly evacuation process by providing on site leadership, direction, control of court staff and the public.

- d. for the accountability of court employees and mobility impaired staff members at pre designated exterior Rally Points.
- e. maintaining continuous floor and or area coverage during normal court business hours.

Building Coordinators have been appointed for the Old Courthouse, East Court Building, Central Court Building and West Court Building. These Building Coordinators are actively involved with the selection of voluntary Floor Wardens for their respective buildings. Building Coordinators provide coordination between the Department of Judicial Security and their building to maintain continuing daily floor coverage and an accurate accounting of individual Floor Wardens and alternates.

Building Coordinators are the primary facilitators who will oversee their building Floor Warden program. They will maintain an current up-to-date listing of all Floor Wardens and alternate Floor Wardens in their building. Building Coordinators will initially coordinate for any Floor Warden assignments with the appropriate Department or employees immediate supervisor with the intent on identifying volunteer court staff. In cases where this coordination fails to identify a volunteer staff member, this information will be communicated to the Department of Judicial Security, attn: Floor Warden Coordinator (tel# 506-5044).

Floor Warden selection will be based on multiple considerations. Floor or area configuration, number of employees and departmental considerations will determine the number of primary and alternate Floor Wardens needed. The final selection process for Floor Wardens is coordinated between the respective department Administrator and the Courts Department of Judicial Security.

With the exception of Judges, Commissioners, Judges Pro Tem, Court Administrators, to include Department Heads / Assistant Administrators, all other job classifications are eligible to perform Floor Warden duty. As appropriate, the Courts security department will coordinate all Floor Warden appointments with the responsible department supervisor, department Head / Administrator, Judge or Commissioner. All Floor Warden selections and appointments will initially be made on a volunteer basis. In the absence of any volunteers, a responsible court staff member will be appointed until a volunteer can be subsequently identified.

Floor Warden and alternate Floor Warden assignments will be for 12 months. Floor Warden changes or rotations within the 12 month period will be evaluated on an individual case by case basis. Any medical condition that precludes a Floor Warden or alternate Floor Warden from executing their additional duties will be cause to identify and appoint a suitable replacement.

The Floor Warden Program is intended to encompass all Trial and Limited jurisdiction courts in Maricopa County. As appropriate, be an exportable program, which can be extended to all Municipal Courts on request of the Presiding Judge.

III. DEFINITIONS:

- A. **Emergency** - a serious situation or event(s) that happens unexpectedly and demands immediate action. (medical emergency, fire, bomb threat, lock down, panic alarm, Shelter In Place, evacuation).
- B. **High Rise Building** – In accordance with NFPA Code, any building or structure having 4 or more floor levels.
- C. **Building Coordinator:** designated person for a high-rise building, court complex or single building who coordinates for and facilitates voluntary Floor Warden assignments based on personnel transfers, reassignments, terminations, ect.
- D. **Floor Warden** – the primary responsible person having span of control over a given floor, area or other designated occupied space. Direct the evacuation of court staff and public and account for court staff at the Rally Point.
- E. **Alternate Floor Warden** – assists the primary Floor Warden as necessary. Assumes primary responsibility in the temporary or long-term absence of the primary Floor Warden.
- F. **Sweep Team** – person(s) who assist the Floor Warden in searching the immediate area for person(s) who might not have been alerted to the emergency event. (Conference room, restroom, office, hearing room, etc.) As required, conduct area searches for suspicious articles/items during a bomb threat situation.
- G. **Evacuation** – the process of alerting court staff and the public to an emergency requiring immediate compliance to vacate the building by designated emergency evacuation routes.
- H. **Shelter In Place** – the concept and principle of alerting court staff to an emergency situation or event that orders the evacuation not take place. It directs persons to remain in secured spaces and or to proceed to a pre selected secure location within the building or complex.
- I. **Area of Rescue Assistance** – an area in the immediate direct vicinity of an elevator(s) where Mobility Impaired Persons and their “Buddies” are staged for evacuation by fire department personnel.
- J. **Direct Connect Nextel** – the ability for Floor Wardens to communicate on a set frequency and connect with the Courts Security Control Center and other Floor Wardens.

IV. AUTHORITY AND RESPONSIBILITY:

a. The Trial Courts Department of Judicial Security (DJS) is the proponent authority to designate Floor Wardens and Assistant Floor Wardens. It has the additional responsibility for conducting the Courts Floor Warden and Emergency Evacuation Team Training (EETT). In those cases where more than one agency or department occupies a floor, the Court Security Department shall make the designation, in coordination with the appropriate department or joint tenant activity staff. Floor Wardens will wear orange

colored vest during any emergency evacuation event and maintain active Direct Connect communications capability with the Courts Security Control Center.

b.. Floor Warden assignments will have to consider the type of court or building and also take into account the amount of occupied space, area configuration(s) and square footage. Floor Warden assignments may require multiple Floor Wardens and or Alternate Floor Warden positions in direct support of high rise complex type facilities, smaller 2-3 story structures and also single story stand alone buildings. Fire evacuation routes (primary and alternate), Rally Points and emergency evacuation plans and policies will have to be written and tested relative to the type, configuration (number of entrances and exits) and occupancy rating of a particular structure.

c. Floor Wardens will contact the Courts Security Control Center no later than 0830 hours Monday through Friday by calling #111 on their Direct Connect cell phones. If the Floor Warden is off, vacation, flex day, doctors appointment, etc, the Floor Warden will relinquish floor or area responsibilities over to their Alternate Floor Warden for the specified period of time.

d. It is the responsibility of the Department of Judicial Security to distribute copies of evacuation procedures and to provide EETT for newly appointed Floor Wardens and Assistant Floor Wardens. Training must be conducted within 30 days of assuming Floor Warden duty.

e. During the initial phases of an emergency situation or event, Floor Wardens are responsible for taking charge and assuming control of their area of responsibility. They will direct employees, and as appropriate, the general public to primary and or alternate evacuation routes. As conditions and situation develop, Floor Wardens will (when ordered) defer to responding Court Security Officers, Maricopa County Sheriff's Deputies, Police and or Fire Department personnel.

f. It is the responsibility of each employee to become familiar with their Floor Warden and Alternate Floor Wardens. Floor Wardens will provide direction to court staff on what primary and or alternates emergency evacuation routes to take during an emergency event. Floor Wardens will also insure that they identify and know how many mobility-impaired person(s) are in their area of control. They will further insure that all mobility impaired person(s) have assigned "Buddies" and are escorted to pre designated Areas of Rescue Assistance for any pre evacuation staging.

g. Floor Wardens will notify their Building Coordinators for any prolonged absences such as vacation, sick and or FMLA status. Otherwise, Floor Wardens will relinquish their responsibilities over to their Alternate Floor Wardens for the time period they will be unavailable. This applies to flex days, doctor's appointments, extended meetings and days off, etc. Floor Wardens will insure that they also provide the Alternate Floor Wardens with their Direct Connect cell phones.

V. PROCEDURES:

Floor Wardens will conduct an initial emergency evacuation procedure briefing for all newly assigned employees, to include inter agency transfers, within 72 hours of initial assignment.

At a minimum, this briefing will address;

- **Mandatory wear of employee court identification card**
- **Location of portable fire extinguishers, fire alarm pull stations**
- **Number and location of emergency exits**
- **Primary and alternate evacuation routes**
- **Actions to take during bomb threats, lockdowns**
- **Panic button alarms**
- **Areas of Rescue Assistance**
- **Mobility Impaired Persons to include Buddy system**
- **Staging Areas, Rally Points**
- **Shelter In Place**
- **Importance of employee accountability**

a. Floor Wardens will be identified by floor numbered orange colored vests. Additional security equipment will be issue to them for use during emergency situations. All Floor Wardens will be EETT trained within 30 days of assuming Floor Warden duty. Additionally, they will be scheduled for refresher EETT training every 2 years.

b. In that the primary responsibility of Floor Wardens is for the safety and accountability of court staff, they should make every effort to know how many court employees are under their span of control. It is recommended that Floor Wardens have some type of accounting or listing capability for verifying employee accountability at designated Rally Points.

c. Floor Wardens who transfer, are subject to reassignment or who other wise are unable to perform their Floor Warden duties due to no fault of their own, will contact and notify their appropriate building coordinator. Floor Wardens wishing to be relieved of these duties for the sake of personal convenience or unnecessary hardship due to their work schedules, will contact their immediate first line supervisor or department Head or Administrator.

f. The Department of Judicial Security will maintain a complete up to date roster of all Building Coordinators, Floor Wardens and Alternate Floor Wardens. Floor Wardens will identify their Alternate Floor Wardens and have delegated permission to change out or assign other qualified court staff to these duties, provided they first notify Court Security, Attn: Floor Warden Coordinator at E-Mail: beckert001@superiorcourt.maricopa.gov.

VI. TRAINING:

The Floor Warden and Emergency Evacuation Team Training (EETT) program will be directed towards employee awareness and education in matters relating to emergency evacuation practices and protocols . As such, the Courts Security Department will be the proponent activity for all emergency evacuation related training, to include the Courts Floor Warden program. Newly appointed Floor Wardens will be trained within 30 days of their appointment. Refresher training will be conducted on a bi-annual basis.

The following subject matter criteria is recommended in support of this training;

- Applicable references, OSHA, ADA, FEMA, NIOSCH, NFPA, UFC and NEMA.
- Standard terminology
- First aid / CPR and AED
- Proper use and application of portable fire extinguishers
- Fire pull stations, fire alarm systems, smoke / carbon monoxide detectors
- Differences between an emergency and a disaster
- ADA and Mobility Impaired Persons – “Buddy” system
- Evacuation protocols, primary and alternates routes, full – partial evacuations
- Bomb threats and Shelter In Place
- Chemical / biological exposure and contamination / Personal Protective Equipment

The above training is critical to maintaining acceptable performance standards for Floor Wardens and alternate Floor Wardens. This training will be reviewed and revised as necessary to insure the latest doctrine is incorporated into our training protocols.